

**Towson Unitarian Universalist Church  
Board of Trustees  
August 20 - 21, 2021 Board Retreat Minutes**

Date/Time:	Friday evening and Saturday morning
Meeting:	Board of Trustees Retreat
Participants:	Patty Barry, Angela Castillo-Epps, Wendell Finner, Andrew Hager, Ellie Hughes, Rev. Clare Petersberger, Susan Riggs, Sue Royer, Samantha Saalfeld
Absent:	
Guests:	
Location:	Join Zoom Meeting Meeting ID: 818 1539 6467 Passcode: 263013
Next meeting:	Wednesday, Sept 15 at 7:30 pm

**Pre-meeting Action Items:**

Activity	Owner	Target Date
These action items are to be completed before the meeting. Often, they are related to consent agenda items, which are items for which there is no discussion unless a member has a question concerning them.		
Sign-ups for chalice lighting, process observation and writing an article for the Threshold (monthly) – to Susan Riggs	All	8/20
Read and provide revisions of minutes from previous Board meeting	All	8/20
Read reports	All	8/20

**Scheduled Agenda:**

<b>Chalice Lighting</b>	Rev. Clare
<b>Introductions and Check-in</b> Including your favorite breakfast cereal growing up	All
<b>Consent Agenda</b>	Owner
Approve minutes from the June Board Meeting	Susan Riggs
Accept Minister's Report (Appendix 1)	Rev. Clare Petersberger
Accept President's Report (Appendix 2)	Sue Royer
Accept President-Elect's Report (Appendix 3)	Andrew Hager
Accept Treasurer's Report (Appendix 4)	Wendell Finner

<b>Discussion Agenda</b>	<b>Presenter</b>
Sue Royer asked the Board if any items need to be moved from the consent agenda to the discussion agenda.	Sue Royer
<i>Agenda Item #1 – 20 minutes</i>	Sue Royer
<b>Expectations of Board Members</b> Sue went over the expectations for Board members. We took turns reading paragraphs of the Board Covenant aloud. There were no suggested changes to be made the Board Covenant. Board disclosure form was discussed, as this needs to be completed for each Board member for each year. Each person should complete it by Sept 8. Should be mailed or emailed to Sue.	
<i>Agenda Item #2 – 25 minutes</i>	Sue Royer
<b>Fun &amp; Games</b> We played Scattergories	
<i>Agenda Item #3 – 40 minutes</i>	Sue Royer
<b>Open Questions, Annual Vision of Ministry, Board Goals – Part I</b> We divided into two groups to discuss open questions and our vision of ministry for the coming year. The ground rules were that the issues we chose to discuss could not be something we have already agreed on, and we could pick no more than 3 issues. Break out rooms we used. Then, each group spoke about their discussion. No decisions were made.	
<b>Saturday, August 21</b> (everyone was present, except Angela, who had a vacation already planned)	
<i>Agenda Item #4 – 10 minutes</i>	Sue Royer
<b>Contract – Janitorial Services</b> <b>Decision: The Board approved the contract for Janitorial services from Ms. FeFe via email since the last meeting.</b>	
<i>Agenda Item #5 – 30 minutes</i>	Rev. Clare

Discussion Agenda	Presenter
<p><b>Update on Opening Plans &amp; Discussion</b></p> <p>Rev Clare elaborated. She looked at what other UU congregations are doing and shared their plans. We are looking at a phased-in plan using several metrics, as stated in the details she gathered. This was also shared with the A-Team, who is looking into it a bit more, one plan being slightly more permissive than the other. Several examples were given of possible scenarios. Small groups meeting in someone's home, is up to the homeowner. She compared the Columbia UU and Cedar Lane UU plans. Susan R expressed concerns about the choir and the delayed opening. Andrew spoke about the need to test and retest people who are not vaccinated. Samantha spoke about the metrics and the CDC's recent guidelines. Outside, masked and distanced, is a possibility. We need to be mindful of the possibility of the unvaccinated person getting infected from someone who is vaccinated, but not showing symptoms. She spoke about places who are requiring everyone to be vaccinated, but that is not allowed in some places.</p> <p>Wendell spoke. The CDC data is easier to understand. He thinks all activities need to be with masked people, only.</p> <p>Ellie: Spoke from personal experience with a nonvaccinated person. How clear are we in our message about vaccinations? The Cedar Lane model is very detailed, and she suggested that we combine "Severe" and "Moderate", levels of transmission.</p> <p>Patty thanked Ellie for her sharing, and Sam for the metrics. The unvaccinated are most at risk, and she is very worried about the children who have not been vaccinated yet.</p> <p>Rev Clare used the CDC for metrics. Looking at Israel data, saying that our efficacy rate is dropping now, and boosters are needed.</p> <p>Sue Royer said testing is not a great plan, because testing is out of date so fast. She showed a map of Baltimore County, showing substantial spread at this point. Some of our contractors who have been in the building, have not been vaccinated. She no longer feels badly for excluding unvaccinated adults at church.</p> <p>Rev. Clare spoke about our families trying to gather outside, with masks. She thinks that anyone working with our kids needs to be vaccinated.</p> <p>Sam went through some of the data. Sam and Ellie volunteered to help the A-Team with the metrics.</p> <p>Rev. Clare said we have to be in a certain category for 2 weeks before acting on that level. Now we are in "substantial" risk, possibly moving to "high" risk as early as today.</p> <p>In summary, general support for what has been proposed by the A-Team, Sam and Ellie to help the A-Team, Contractors allowed in, for now, with consent. And we encourage all to get vaccinated.</p>	
<p><b>Llama Parade!</b></p>	

Discussion Agenda	Presenter
<i>Agenda Item #6 – 30 minutes</i>	Sue & Rev. Clare
<p><b>Annual Review of Delegations, Guidance &amp; Limitations and Compliance with Policy – see Appendix 5</b></p> <p>This is the first time we are doing this. Possibly more detail than is needed for the future, but we want to go through this this first time. Sue gave several examples of how we dealt with issues that came up, during the past year. Clare said she appreciated how we are leaning into our new model. It appears that the A-Team and staff have done a good job shifting into the new governance model we’ve established. It’s always good to ask “who is responsible for making this decision?”</p>	
<i>Agenda Item #7 – 45 minutes</i>	Sue Royer
<p><b>Review of Governance Policy – see Appendix 7</b></p> <p>Proposed changes to Governance Policies, as listed, were discussed. The Endowment Committee chair is now appointed by the Board, as are other committees. This change is important because there needs to be a chair that will work well with the Board.</p> <p>The Stewardship Committee had no chair last year and Sue Royer ended up doing it. Now it will be a committee of the Board, as it is a fiduciary responsibility.</p> <p>Each proposed change is listed in the appendix. There was discussion about each proposed change, and consensus attained. Diversity is a goal of the Membership Committee, for the committee itself and of the congregation. Long discussion about how the A-Team makes a decision if there is an impasse. Program Council makes decisions mostly by consensus, and if there is a disagreement, it goes to the A-Team. Not all A-team members are participating in Program Council meetings. Suggestion to add decision-making responsibilities guidance.</p> <p>Where does the Auction Committee belong in this structure? Part of Stewardship? And now is when the Auction Committee should begin working, but we don’t have a chair yet. We already have it listed as part of the Program Council. Andrew to reach out to get them started. Conclusion to updates to governance policy. Sue will draft an update based on our discussion.</p>	
<i>Agenda Item #8 – 20 minutes</i>	Samantha Saalfeld
<p><b>Ordination Committee Report - see Appendix 6</b></p> <p>Sam reported. The committee had hoped to have the ordination in person, but now it’s up in the air. A draft budget has been put together totaling \$7,200. If the ordination cannot take place in person, the cost will be less. Even if we don’t fly anyone out from Tulsa, there will still be gift and honorarium costs. Wendell moved that we set up a temporary restricted fund for this. We questioned what do we do with any leftover funds, and that we will have a</p>	

<b>Discussion Agenda</b>	<b>Presenter</b>
<p>fundraiser to deal with this. Any money not spent will go to the Building Fund. Do we allocate money from our operating budget for this? The Board could cover, up to a certain amount. We do have some seed money already. To kick off this fundraising, we could have a message at the end of a service, and a Threshold article. Possible to defer Board decision since we don't know whether it will be in person or online. We could have the at-church reception at some point in the future. We will be giving her a gift.</p> <p><b>Decision:</b>  <b>The Board unanimously approved a budget of \$7,200 for the ordination, and a fundraiser for this purpose, and that any funds collected but not spent will be later moved to the Building Fund.</b></p>	
<i>Agenda Item #9 – 15 minutes</i>	Sue Royer
<p><b>Appointments to Committees/Committee Chairs and Monthly Calendar for the Board</b></p> <p><b>Decisions: The Board approved the following appointments:</b></p> <ul style="list-style-type: none"> <li>- <b>Clare Flynn-Avallone as House &amp; Grounds Head and a member of the A-Team</b></li> <li>- <b>Dan Alper as Finance Head and a member of the A-Team</b></li> <li>- <b>Andrew Hager as Convener of the Program Council. (Andrew abstained on his own vote)</b></li> <li>- <b>Ellie Hughes to serve on the Personnel Committee</b></li> <li>- <b>Rob Canosa to serve on the Personnel Committee</b></li> </ul> <p>We also discussed the Nominating Committee and the Endowment Committee, along with candidates.</p>	
<i>Agenda Item #10 – 10 minutes</i>	Sue Royer
<p><b>Closing Round</b></p> <p><b>Discussion Agenda Items for September Board Meeting:</b> Board goals need to go on September's agenda, since we didn't get them done. In Sept.: A-Team report, Ordination Committee, Endowment. Membership will be pushed to October.</p>	
<b>Process Observation Report</b>	Wendell Finner

Having no further business before it, the meeting adjourned at 2:35 pm

Key Dates: (please mark your calendar)

Listening Sessions with the Board: 9/26, 10/24, 11/28, 1/23/22, 2/27/22, 3/27/22, and 4/24/22, 30 minutes after the service (e.g. 12 noon)

Service of Ordination for Karyn Marsh: Sat 11/6 2 pm

Annual Auction: 11/20

Annual Congregational Meeting: Sun 6/12/22 12 noon

### **Appendix 1: Minister's Report**

August 13, 2021

Since my last report....

### WORSHIP

I ran a coffee hour prior to the General Assembly service on June 27. I am grateful to the Lay Worship Associates for such inspiring services this summer.

I met with Karyn Marsh to begin to sketch out her ordination service scheduled for 2 p.m. on November 6. I met with the Planning Team for the Ordination of Karyn Marsh on June 30 and August 4.

On August 9, I met with Kim Peabody to begin planning for the Zoom celebration of life for Al at 2 p.m. on September 18. Andy Peterson has tentatively agreed to run AV.

I met via Zoom with Nicole Hebert and Clay Condell to plan their small outdoor wedding for September 24 at Basignani Winery.

I participated in a webinar with Marcia MacFee to plan worship during this time of betwixt and between when it looked like we would be able to regather safely to worship and now, in many parts of the country, those plans are in doubt.

### PASTORAL CARE

I have had 10 scheduled pastoral visits. I met with Lay Pastoral Associates on August 8.

### PROGRAMMING

I am grateful to Kai for meeting with me twice to get my office packed for the movers. In return, I met with Kai to sort through 20 plus year-old files in the office.

I met with the Membership Committee on August 9. We are excited about the Soul Matters program to help UU's to explore their spiritual journey.

I met twice with the Committee on Ministries/Sunday Morning Structure Task Force. At the end of June, Ellie Hughes kindly agreed to develop a survey for families when it looked like we could plan to hold classes for younger students outside and Youth Group indoors. In August, we talked about the draft re-opening plan. Joyce is currently surveying local churches to see what they are doing in terms of outdoor classes and gatherings since the metrics are pretty much the same for places like Frederick and Columbia.

### A-Team

Much of the focus of the A-Team since we last met has been on environmental remediation. I am grateful to Sue Royer for running the A-Team meeting in July to keep the projects on track and moving forward. Here are the minutes from our August 5 meeting:

Approved continuing Terrorism Risk insurance from Church Mutual

Agreed that this is not the right time to join Harvest Host for RV's to use our parking lot because of work being done at church and trucks need to get in and out of the parking lot.

1) Janitorial contract----Agreed to recommend to the Board continuing Ms. Fefe's contract

2) Signage decision---need electrical quote for running electrical to sign from building. Kai will follow-up with Colonial Electric. When we discuss design we will consider flood lighting instead internal lighting.

3) Discuss draft of re-opening church plan. Contact tracing can be done through Breeze. Rev. Clare will talk with Kim Peabody and Andrew Sobel about a "Plan B" for the celebrations of life for Al Peabody and Joan Kolobielski. Rev. Clare will discuss with Sunday Morning Structure Task force; take re-opening plan to Board; and schedule listening sessions for congregation.

4) Equipment and other needs for hybrid ministries Clare F-A will talk to Andy Peterson about two quotes. 2nd one appeared to have more of a plan from start to finish

5) Carpet cleaning...was not in original scope of work. Should it be done? Clare Flynn Avallone says, "Yes." If so, where are we with budget for remediation? Which bid and when? Suggested \$943 bid if we can find the money without going over budget.

6) Air purifier for nursery? Several hundred dollars. (We'll discuss next meeting since we are not returning to the building right away.)

7) Who will file property tax exemption paper work? Kai and Dan will work on it since it needs to be done by mid September. Who will discuss Bookkeeper contract? Sue, Clare, Kai, Dan and Wendell will meet

Other

The estimate for the landscaping for new sign includes invasive barberry. We should plan to plant something noninvasive.

New computer for Tracy--will come out of equipment (and will go over budget)  
Approved

Next meeting date: August 19th

Agenda items:

Hybrid ministries  
metrics for Covid  
Bookkeeper contract

Rate of pay for monitors  
Colonial electric survey  
Phone and IT (computers and duplicator got off line when movers moved boxes...)

#### COVID CARE FUND

The fund has a balance of \$673.53.

#### DENOMINATIONAL

I am grateful to have had the opportunity to attend virtual UUMA Ministry Days. The keynote talk was about the Commission On Institutional Change's report, "Widening The Circle." I'm very proud of TUUC for our conversations and action plan. Many congregations have yet to schedule discussion of the report. Other highlights included the Berry Street Lecture by Jan and Robert Eller Isaacs looking back on their years of co-ministry and what they learned. And the 25 and 50 year celebrations were done differently this year and involved more colleagues.

I'm also grateful to have attended the UUA General Assembly. Workshops I attended included reflections on organizing from 2016-2021; the meaning of Ableism; the experiences of colleagues of color; resourcing UU theologies of death and dying; and making art about grief and gratitude. Am grateful for Group Me and talking with TUUC delegates about votes during the business sessions.

At the May meeting of the Chesapeake Unitarian Universalist Ministers Association, I was elected by colleagues to serve as one of two Good Officers for the chapter. What is a Good Officer?

From the Unitarian Universalist Ministers Association:

"The Good Officer is the gene that carries the genetic information of the Living Tradition. It is the responsibility of the Good Officer to incarnate collegiality in the concrete situations where the living tradition of the liberal ministry is at stake.

- The Good Officer helps ministers when we're in tension with each other.
- The Good Officer helps ministers when we're in tension with the institutions we serve.
- The Good Officer helps ministers when we're in tension with the Unitarian Universalist Association."

The Unitarian Universalist Ministers Association is planning a training for new Good Officers and I will be participating in it.

Respectfully submitted,  
Rev. Clare

#### **Appendix 2: President's Report Programs & Ministry**



Organized technical ushers and assisted with ushering for several Sunday services and then took a break for the rest of the summer. Attended meetings of the Social Action Committee. Wrote articles for the July Threshold.

On July 13, attended the remembrance ceremony for Howard Cooper sponsored by the Baltimore County Coalition of the Maryland Lynching Memorial Project. The event took place outside the old Towson jail. Eighth grade students presented spoken word compositions. Baltimore County Police Chief Melissa Hyatt apologized on behalf of law enforcement.

#### Board & Governance

Acted as a stand-in at the Administrative Team virtual meetings, in place of the Finance Head. Helped Dan Alper with transition as he assumes the Finance Head role. While Kai was on vacation, I met Home Paramount Pest Control at church for our initial service with them. The treatment of ants in the office was needed prior to the start of the dander remediation work. I also met the technician from Chason Service Engineers for our regular A/C maintenance. This turned into three visits over the course of a week; the coil was frozen (and the blower motor was blown) on the unit that services the office and the lobby. Assisted staff with moving items out of offices in preparation for the dander remediation.

Spoke with Andy Peterson, who agreed to lead efforts to hire professionals to get us ready for hybrid ministries. Provided guidance regarding scope and budget. Participated in a Zoom meeting with one of the candidate firms.

On June 21, the Small Business Administration forgave our first PPP loan, for the amount of \$59,300 (principal) and \$665.48 (accrued interest). Yay! This is a relief. Our approved budget for FY21-22 assumed that most of our PPP loan would be forgiven. At some future date, we will be invited to request forgiveness on our second draw.

Signed a contract to reserve a room at Bluestone for a dinner associated with the ordination of Karyn Marsh. The deposit is refundable. Signed a contract with Home Paramount Pest Control for service at TUUC. We are dropping service from American Pest Control, except for termite service. Signed the contract with Bay View Restoration for the dander remediation cleaning work.

Reserved time on the church calendar for Board Listening Sessions for FY 21 – 22 on the following dates, all Sundays: In 2021: 9/26, 10/24, 11/28; In 2022: 1/23, 2/27, 3/27, and 4/24. These will start approximately 30 minutes after the end of worship. Reserved time on the church calendar for Board meetings on the third Wednesday of the month in Room 6 (for when we can return to in-person meetings. Reserved time on the church calendar for the Annual Congregational Meeting on June 12, 2022.

#### Church As Employer

Submitted staff salary and hours changes to the UUA. Met with Raly Baltchev, Rev. Clare, Wendell and Kai on Zoom to review changes to salaries and benefits for staff

with our bookkeeper (Raly). She submits payroll to Deluxe and payments to the UUA and to TIAA for insurance. The changes became effective on July 1.

#### Learning and Connecting to the Wider UU Community

Attended the UUA General Assembly as a delegate for TUUC. In addition to attending virtual worship, general (business/voting) sessions and the Ware lecture, I attended the following workshops: Compensation: Questioning Cultural Norms, Committing to Equity, Trauma and the Spirit: Resources for Communities Today; Serving Our Larger Communities: A Path to Multiculturalism; Call to Prison Abolition: Indigenous Justice; Beloved Conversations (for White People)/Virtual: Un/Learning for Liberation; Incarcerated UU's – Growing a Prison Ministry; Transforming Ministerial Fellowship; and Taking Up Space: Fat Liberation and UU. I joined the Worthy Now prison pen pal program. I recommend that we add fat people to the areas that we don't discriminate against in our governance policy.

Respectfully submitted, Sue Royer, President, 8/15/2021

### **Appendix 3: President-Elect's Report**

August 16, 2021

On July 14, the Program Council met and discussed plans for the planned re-opening of the church. Next meeting was set for August 18.

July 18, I led a service on disability rights, incorporating both the music of U2 and the Netflix documentary *Crip Camp*. The homily was later edited and adapted for The Threshold in support of the Board's ongoing efforts to make TUUC more accessible.

On August 9, I met with President Sue Royer to discuss the upcoming Board Retreat, re-opening, and various other issues.

I am currently planning the August 22 Poetry Service with Tony Bonta, and I am working with Rev. Clare on a Blessing-of-the-Animals service for August 29.

Cabin Fever continues to meet. We have recently watched *13TH*, *What's Eating Gilbert Grape?*, and *Summer of Soul*, among others.

Respectfully submitted  
Andrew Hager

### **Appendix 4: Treasurer's Report Year End 2020-2021 and July 2021**

Notes on the Fiscal Year ended June 30, 2021:

Only 83% of budgeted pledges were received, a shortfall of \$48,392. Some receipts may have been erroneously included in the "Prior Year" pledge account. Total income was \$40,000 (12.5%) under budget.

Increased building and grounds maintenance costs were a major contributor to total expenses that exceeded our budget. Though the overage is nominally \$21,453 for the year, this includes \$11,968 of off-budget "charitable giving" to SAC community partners and COVID Cares Fund beneficiaries.

\$59,300 of PPP loan forgiveness was booked in 2020-21 and erases the budget shortfall. Another \$59,300 of forgiveness is expected in the coming year.

The Endowment value grew from \$936,871 to \$1,283,826.96. This 37% growth included \$16,000.00 from the estate of Dawn Murr.

July, 2021 results:

Books for the month were not closed at the time of this report. The Church Administrator and I are troubleshooting some bookkeeping issues. Pledge receipts appear to be starting slow, but we're aware of some receipts which may not have been booked correctly. \$10,047.38 building remediation project has been the month's largest line item expense, but there is \$8,642.55 in the building fund to offset it.

The endowment value at month end was \$1,297,015.26. Unrestricted bank balances totaled \$199,276.67.

- Wendell Finner, Treasurer, August 16, 2021

#### **Appendix 5: Annual Review of Delegations, Guidance & Limitations, and Compliance with Policy**

Annual Review of delegations, guidance & limitations and compliance with [governance] policy.

To the best of our knowledge, the Board and A-Team complied with governance policy delegations, guidance & limitations during FY 20-21. The following are examples with the applicable policy section in brackets:

#### Jul 2020

1. The Board approved appointments to various committees and/or committee chairs. [1.3]

2. In the search for a Communications and Outreach Coordinator – the Head of Staff appointed a search committee; the search committee published notice of the position in the Threshold. [5.1.2; Personnel Manual]
3. Micro-Bio Retention Project with GVC – The Board approved the expense, which was unbudgeted. The President signed the contract. [1.2.1; 5.4.2.3; 5.4.6.3]
4. The Board approved a donation of \$1,000 donation to Planned Parenthood, which was outside our normal process because they are not a community partner and it was not in the budget. [5.4.2.6]

#### Aug 2020

1. \$20,000 donation from Dawn Murr's estate - 20% went to the Building Fund and 80% to the Endowment in accordance with policy. The Board approved earmarking up to \$3000 of the \$4000 for the Micro-Bio Retention Runoff Project. [5.4.3.3.3; 5.4.4.2]
2. The Board approved calculating the amount of the Endowment that goes into the Operating Budget based on a 13-quarter average on March 31, for input to the budgeting process for the upcoming fiscal year. [1.5.1.5]
3. With Board approval, authorized users were added to the PNC and Schwab accounts. Prior authorized users who are no longer in authorized roles were removed from PNC and Schwab accounts. [5.4]
4. The Board developed a short list of Open Questions and an Annual Vision of Ministry. [1.1.1]

#### Sep 2020

1. Board approved allowing absentee ballots, either by email or postal mail. [then-current Bylaws]
2. The Head of Staff and the Search Committee agreed to offer Philip Browne the position of Communications and Outreach Coordinator. The President signed the hire letter. [5.1.2]

#### Oct 2020

1. The A-Team approved \$1,800 estimate from Keil Tree Service to remove crepe myrtle near TUUC chimney. [5.4.2.5]

#### Nov 2020

1. The Board authorized the President to apply for new non-guaranteed credit cards for four staff members from PNC with a cumulative credit limit of \$10,000. [1.2.1; 5.4]
2. The Board approved moving \$4,591 from the previously restricted Special Gifts account into the Building Fund and that the Special Gifts "account" be closed. [5.4.4]
3. The A-Team voted to keep the church officially closed through March 2021. [5.2; 5.3.1]
4. The Board reviewed the Officers' report on the annual disclosure forms. [1.4.2.2]

#### Dec 2020

1. The Board approved the recommendation from the Endowment Committee to move \$100,000 from the Vanguard 500 Index Fund to the Vanguard FTSE Social Fund, thereby increasing our assets invested in a socially responsible fund. [1.5.1.4; 5.4]

2. The Board approved the recommendation from the Endowment Committee to move \$45,000 from the Vanguard 500 Index Fund to cash, thereby increasing the amount of cash on hand so that we are less subject to short-term market fluctuations. [1.5.1.2; 5.4]
3. The Board approved the Communications policy. [4.3.1]
4. The A-Team approved environmental testing for a total cost of \$2,395. [5.2; 5.3.1; 5.4.2.5]

#### Jan 2021

1. The Board decided by consensus to defer this quarter's draw of \$10,000 from the Endowment until a future date. [5.4]
2. The Board authorized church officers and staff to apply for a second draw from the Paycheck Protection Program of up to \$75,000. [5.4.6.2]

#### Feb 2021

1. The Board approved the recommendation by the Endowment Committee to sell \$50,000 of the Vanguard 500 Index Fund and use the proceeds to purchase the same amount of Vanguard Intermediate-Term Corporate Bond Index Admiral Shares (VICSX). [1.5.1.2; 5.4]
2. The Board approved an appointment to Personnel Committee. [1.3.5.2]
3. The President signed four letters on behalf of the church, promoting our support for four Maryland bills supported by UULM and selected as priority issues by the Green Sanctuary Committee. [1.4.4]
4. The Board and the Minister jointly evaluated our shared ministry for 2020. [1.1.1]

#### Mar 2021

1. The Nominating Committee consulted with the Board. [1.3.3]
2. The Board approved the operational policy for Adopting a New Program. [4.3.1]
3. The Board approved leasing a new printer/copier/duplicator. Since this is a contract and is a multi-year commitment, it required approval by the Board. The President signed the contract. [1.2.1; 5.4.2.8]
4. Rev. Clare authorized expenditures from the COVID Care Fund. [5.4.4.4]
5. The Board President signed the loan document after we were approved for a second draw on our PPP loan. [1.2.1; 5.4.6.2]

#### Apr 2021

1. The Board approved taking the quarterly draw from the Endowment that we had skipped in January. [5.4]

#### May 2021

1. The Board approved changes to staff hours, salary and benefits for FY 21-22. [5.1.4; 5.2.2; 5.4.2.3]
2. The Board approved the proposed FY 21-22 operating budget. [5.4.1]

#### Jun 2021

1. The A-Team obtained a second quote for the dander remediation cleaning, since the first quote was over \$3500. [5.4.2.5]
2. The A-Team obtained two estimates for new flooring for the offices and separately, for moving furniture and boxes. [5.4.2.5]
3. The A-Team approved a new computer purchase for the Music Director. [5.4.2.4]

4. The Board approved spending up to \$25,000 on the Dander Remediation project, and to fundraise for the Building Fund. The exact source to cover all the expenses will be sorted out as we move ahead. [5.4].
5. The Minister (Head of Staff) conducted annual performance evaluations for each staff person. [5.2.1]

There were some aspects of Governance Policy where work was started in FY 20-21, but was not completed, including:

1.3.4 Right Relations – Right Relations Team members were approved by the Board and appointed. The Board did not follow-up to jump start this group and get them to develop a policy. No conflict situations were referred to the Right Relations Team.

1.3.5.4 Staff will maintain the Personnel/Employee Handbook and make recommendations to the Minister and Board regarding updates. This work is planned for the coming year.

6.3.4.1 The Minister's Letter of Agreement with the Church will be reviewed and updated every three years. Work was started on this and benefits changes were approved to provide dental coverage to the Minister and non-clergy staff. We also approved a significant salary plus housing increase for the Minister. We are 75% done, if not more.

## **Appendix 6: Ordination Committee Report**

The committee working on Karyn Marsh's ordination has met 3 times (6/6, 6/30, 8/4), and we plan to meet again on 9/1. Committee members include Rev. Clare, Karyn, Lila Wisotzki, Bess Hauf, MaryBeth Brizzolara, and Samantha Saalfeld. Barry Marsh is also assisting.

The ordination is scheduled for the afternoon of November 6, beginning at 2 p.m. We plan to send invitations online (e.g., using Evite or Eventbrite). Karyn, with Rev. Clare's support, is working on the order of service, identifying guest speakers, music, etc.

If the COVID-19 situation allows, we plan to have an in-person ceremony at TUUC, followed by a reception at TUUC for all attendees. For the reception, we anticipate serving finger foods including mini pies, and tea and coffee.

With assistance from Kai Aiyetoro and Sue Royer, we have also reserved a room at BlueStone Restaurant for a celebratory dinner following the reception. The deposit required a \$300 deductible, which is refundable until 48 hours before the event. The room requires a minimum of 40 people, anticipated to include Karyn's family, UU ministers who attend the ordination, and some TUUC staff/members (invitee list TBD, for discussion).

As is customary, we plan to present Karyn with a gift from the TUUC congregation, and Karyn also plans to present small gifts to those participating in the ordination.

Budgetary line items beyond the reception, dinner, and gifts include flowers for the sanctuary, a band to play during the service, and travel and honorarium for a UU minister to attend and participate in the service (likely from All Souls in Tulsa).

Based on the items outlined above, we anticipate a maximum budget of approximately \$7,200, including approximately \$3,500 for reception/dinner, \$2,000 for guest minister honorarium/flight/car/ hotel, \$700 for gifts, and up to \$1,000 for flowers and a band. The schedule/approach to fundraising is a topic for Board discussion.

Of course, all of this is subject to change due to the COVID situation. Potential alternatives discussed during our last meeting include hosting the ceremony with a limited number of people in person and most attending online, renting a tent to conduct the ceremony and/or reception outside, etc. If such modifications are required, we expect the overall expenses would be less than estimated above, given resulting decreases in the reception/dinner and/or travel costs.

Submitted by Samantha Saalfeld, 8/15/2021

## **Appendix 7: Governance Policy suggested changes**

### **Proposed Changes to Governance Policy**

1. Add Annual UUA Certification to 1.1.1 Annual Work Products
2. Update Endowment Committee section 1.3.1 now that Bylaws changes were approved last October. The Chair of the Committee will be appointed by the Board (not elected by the Committee). Total number of members four (instead of five), three of whom are not currently Board members, plus keeping the Treasurer and Finance Head as ex-officio members. Put in term limits on serving, similar to other committees. Endowment Committee members will be appointed by the Board (in consultation with the Nominating Committee?)
3. Add Stewardship as a Committee of the Board (make it 1.3.6 and similar to the other committees of the Board). Chair – Board-appointed. Members – at least one is on the Board. Aligning with Board goals. Deadlines. Also add Stewardship to 4.1.2
4. Change deadline for Board Disclosure Forms from Aug 15 to Sep 15 and remove the requirement for Board Officers to meet in person to review the forms in 1.4.2.2
5. Update Endowment Spending 1.5.2 to reflect bylaws changes approved in Oct 2020. Instead of 4% - up to 5% and associated text.
6. Change the term of the Convener of the Program Council to one year, eligible for a second year?
7. Eliminate the lay position of Communications Head since we have a part-time staff person at Communications and Outreach Coordinator? 3.2.2

8. Change Administrative Assistant to Communications and Outreach Coordinator in 4.2
9. In 5.3 to the categories that we create a welcoming and respectful environment for, add people with disabilities, add based on body size/weight.
10. Do we need to add Board approval of TUUC voting delegates to the UUA General Assembly? If so, where?

And more ...

11. Is the Nominating Committee a Board Committee?
12. Add language about diversity (such as in 1.3.3.3) to a goal or to the charge to the Membership Committee
13. In Delegation IV, simplify language to make it clear what the Head of Staff can do
14. Make decision-making clear for the Board, for the A-Team, and for the Program Council
15. Are there ministry committees that are not Program Council committees?

**Appendix 8:**  
**Calendar of Discussion Agenda Topics by Month**



Discussion Agenda Topics – monthly plan  
(save time for topics not listed here)

<u>July</u> <ul style="list-style-type: none"> <li>- Open Questions &amp; Vision of Ministry</li> <li>- Read Board Covenant aloud</li> <li>- Appointments to committees or committee chairs</li> <li>- Calendar for the year (this document)</li> </ul>	<u>August</u> <ul style="list-style-type: none"> <li>- Open Questions &amp; Vision of Ministry</li> <li>- Board Goals</li> <li>- Review Governance Policy</li> </ul>	<u>September</u> <ul style="list-style-type: none"> <li>- Endowment (30 min)</li> <li>- Membership (30 min)</li> <li>- Board donation for auction</li> <li>- Report on Board disclosure results</li> <li>- A-Team topic – goals for A-Team, Program Council, Staff (30 min)</li> </ul>
<u>October</u> <ul style="list-style-type: none"> <li>- Treasurer's Report</li> <li>- Church as Employer (Rev. Clare with support from Personnel)</li> </ul>	<u>November</u> <ul style="list-style-type: none"> <li>- Endowment (30 min)</li> <li>- Stewardship plans</li> <li>- Discussion of one Open Question</li> </ul>	<u>December</u> <ul style="list-style-type: none"> <li>- Membership (30 min)</li> <li>- A-Team topic (30 min)</li> <li>- Discussion of one Open Question</li> <li>- Planning for Board auction event</li> </ul>
<u>January</u> <ul style="list-style-type: none"> <li>- Joint Ministry Evaluation (start)</li> <li>- Treasurer's Report</li> <li>- Church as Employer</li> <li>- Stewardship plans</li> </ul>	<u>February</u> <ul style="list-style-type: none"> <li>- Endowment (30 min)</li> <li>- Joint Ministry Evaluation (complete)</li> <li>- Planning for General Assembly</li> </ul>	<u>March</u> <ul style="list-style-type: none"> <li>- Membership (30 min)</li> <li>- Nominating Committee (15 min)</li> <li>- A-Team topic (30 min)</li> </ul>
<u>April</u> <ul style="list-style-type: none"> <li>- Treasurer's Report</li> <li>- Budget for next fiscal year, including staff salary &amp; benefits changes</li> <li>- Church as Employer</li> <li>- Annual Report input</li> </ul>	<u>May</u> <ul style="list-style-type: none"> <li>- Endowment (30 min)</li> <li>- Nominating Committee (15 min)</li> <li>- Membership (30 min)</li> <li>- Planning for Annual Congregational Meeting</li> <li>- Budget for next fiscal year</li> </ul>	<u>June</u> <ul style="list-style-type: none"> <li>- Annual review of delegations, guidance &amp; limitations and compliance with policy (30 min)</li> </ul>

Notes:

- The Treasurer's report will be part of the consent agenda during months where it is not on the discussion agenda

- A-Team topics might be review of operational policies, as an example
- The Membership topic should include validating the list of members who are eligible to vote if there is a congregational meeting in the near future.